

**VILLAGE OF PEMBERTON
-COMMITTEE OF THE WHOLE MEETING MINUTES-**

Minutes for the **Committee of the Whole** of Council of the Village of Pemberton held Tuesday, December 10, 2019 at 2:00 p.m. in Council Chamber, 7400 Prospect Street. This is Meeting No. 200.

ATTENDING: Mayor Mike Richman
Councilor Ted Craddock
Councilor Leah Noble
Councilor Amica Antonelli
Councilor Ryan Zant

STAFF: Nikki Gilmore, Chief Administrative Officer
Sheena Fraser, Manager of Corporate & Legislative Services
Lisa Pedrini, Manager of Development Services
Wendy Olsson, Executive Assistant/HR Coordinator
Joanna Rees, Planner

PUBLIC: 0

1. CALL TO ORDER

At 2:00 p.m. Mayor Richman called the December 10, 2019 Committee of Whole meeting to order.

In honour of the Lil'wat7ul, the Village of Pemberton acknowledges that we are meeting within the unceded territory of the Lil'wat Nation.

2. APPROVAL OF AGENDA

Moved/Seconded
THAT the agenda be approved as circulated.
CARRIED

3. ADOPTION OF MINUTES

a) Committee of the Whole Meeting No. 199, Tuesday, November 19, 2019

Moved/Seconded
THAT the minutes of Committee of the Whole Meeting No. 199, held Tuesday, November 19, 2019, be adopted as circulated.
CARRIED

4. DELEGATIONS

a) Shannon Basin Visitor Use Management Project – Theresa Fresco, Regional Manager, Fraser Basin Council

Ms. Fresco provided the Committee with an overview of the Fraser Basin Council's mandate, primary roles and composition.

The Fraser Basin Council (FBC) has three areas of focus: Climate Change and Air Quality, Supporting Healthy Water and Watersheds, and Building Sustainable Regions and Communities.

The FBC's Climate Adaptation work includes the promotion of electric vehicles, the creation of a Climate Action Toolkit, formation of the BC Regional Adaptation Collaborative and an energy-save program for First Nations communities, to provide alternatives to dependency on diesel as their main energy source.

The FBC is hosting Adaptation Canada 2020 in Vancouver February 19th – 21st, 2020.

Work supporting Healthy Water and Watersheds includes the development of a Lower Mainland Flood Management Strategy, focus on watershed health, and watershed governance collaboration.

The FBC has been involved with the Province's Visitor Use Management projects, for the Shannon Basin, as well as parks in the Sea to Sky region of Joffre Lakes and Keyhole Falls.

Council asked how the FBC could provide support to the Village with sustainability and climate change mitigation initiatives; Ms. Fresco suggested the Village begin by accessing online resources, identify specific areas of focus, and then connect with FBC's teams for support.

5. PEMBERTON VALLEY UTILITIES AND SERVICES COMMITTEE – NEW LOCAL SERVICE AREA BYLAWS DISCUSSION

At 2:30 p.m. SLD Area C Director Russell Mack, SLD Area C Alternate Director Jan Kennett, SLD Chief Administrative Officer Lynda Flynn and SLD Project Coordinator Graham Haywood joined the meeting.

The PVUS Committee and the Village Committee of the Whole discussed the process and implementation of the proposed Pemberton and District Initiatives Fund (PDIF) Service. The Committee's reviewed following questions set out in the Squamish Lillooet Regional District (SLRD) Staff report which was presented to the PVUS

Committee at their meeting held on November 14, 2019 and provided to the Committee of the Whole for information.

1. Should organizations slated to be funded in 2020 through Village of Pemberton (“Village”) Community Initiatives and Opportunities Funds (“CIOF”) be funded by Community Initiative & Opportunity Fund (CIOF) or by the PDIF Service, given the service funding parameters that were established by staff in the previous reports?

There are three organizations whose CIOF funding agreements extend until 2020: Spirit of BC – Pemberton Winterfest, the Pemberton Arts Council and Tourism Pemberton. PORCA and the BMX Society have agreements which extend until 2021.

Mayor Richman noted that these organizations should be provided with security that they will continue to receive funding despite the proposed dissolution of CIOF.

It was agreed that, for organizations with existing CIOF agreements that conclude at the end of 2020, funding for 2020 will be provided through PDIF.

Any organizations whose CIOF agreements completed by December 31, 2019 will need to apply to PDIF for further funding.

2. Should PDIF Service funding displace CIOF and Village Community Enhancement Fund (CEF) funding?

The differing parameters of the CIOF and CEF were discussed and it was noted that CEF can be used to support one-time community events or requests for contributions to organizations throughout the year, such as a donation to a community event or fundraiser.

The Committee of the Whole supported dissolving the CIOF and reallocating those funds to PDIF, but wished to retain CEF, so that funding is still available year-round for one-off projects and contributions to community organizations. This will be discussed further during the Village’s 2020 Budget Deliberations.

3. How should funding levels be determined for each organization to receive long term funding through the PDIF Service?

It was discussed that some organizations, such as the Pemberton Chamber of Commerce, will never be in a position to be completely self-sufficient and will likely need to be funded in perpetuity to fund the operation of the Visitor Information Centre on a yearly basis.

The level of funding granted should be based on the nature of the request and the annual report. A requirement to maintain long term funding could be to show that the organization has worked to obtain funding from other sources to sustain itself and

PDIF funding is to be put toward the continued remaining financial needs of the organization. It was agreed that a list of criteria should be developed to assist with consideration of an application.

4. When should PDIF Service funds be disbursed?

The SLRD has historically disbursed funds to organizations requesting contributions in August, as that is when it receives funding from the Province.

It was discussed that many organizations likely need financial contributions closer to the beginning of the year as opposed to in the summer to conduct that year's activities.

Under CIOF, organizations must submit applications by the end October and recipients are determined in November, so that the amounts can be allocated in the upcoming year's budget. Funds have been traditionally distributed by the Village early in the new year.

If PDIF were to follow the same disbursement timelines as CIOF, the SLRD would need to use funds from their general reserve accounts while waiting to receive funding from the Province. For the first year of PDIF service implementation, the Committee discussed using the remaining surplus from the previous Pemberton and District Community Fund SLRD cost center to offset the early disbursement of PDIF funds prior to the SLRD requisition being received in mid-2020.

It was agreed that Staff would work through the best approach with an aim to have funds disbursed in January if possible.

5. How should new funding requests for PDIF Service funds be managed?

It was agreed that the available funds be divided between a set amount for long term funding requests and a smaller amount that is discretionary for one-off requests.

For long term funding, a maximum amount of funds, and number of organizations that can receive long term funding, should be considered. As well, support was given to an established yearly intake date rather than accepting applications at any time.

6. Should application, planning and reporting policy and forms for PDIF Service funds be updated from that provided in Policy 2.13 and Board Policy 2.14 (Local Service Financial Plan Requests Requirements) or should these be substantially redeveloped into new policy (and/or aligned with the Village's CIOF/CEF templates)?

Staff are to prepare updated application forms, policy and guidelines for the new program incorporating discussions points from this meeting.

The reporting policy will include a requirement for an annual report presentation by the recipient.

7. Does the Board have any concerns with the long-term service funding agreement template proposed by staff? Does the Board agree with termination provisions for non-performance, given these are largely volunteer organizations without paid staff?

It was agreed that PDIF recipients must have accountability and as such will be required to show performance resulting from receipt of funds, but the limited capacity of organizations run by volunteers needs to be considered. Although no concerns have been raised in the past respecting termination of an agreement, community organizations may view a termination clause as a lack of security in funding.

CIOF criteria allows for funds to be used to hire a paid employee to manage the organization. Should this criterion be adopted in PDIF, the expectation would be that the organization is responsible for additional fundraising efforts, or achieving other performance targets, to increase the sustainability of the organization.

Expectations should be made very clear at the outset of the project. If the funding is used to hire a paid staff member, one of the items required to be presented in the annual report should be proof that this staff member worked to raise funds from other sources, such as grants from other organizations.

The PDIF agreement should include a clause for an annual report to be submitted and presented. The clause could state that this is a renewable contract provided requirements are met, and the right to terminate the agreement if an annual report is not submitted as required.

It was agreed that clear parameters about what will not be funded, such as the purchase of alcohol for an event, should be made clear in the policy.

8. Should the SLRD Board delegate authority to the Pemberton Valley Utilities and Services Committee for decision making authority over the disbursement of funds that may be requisitioned through the PDIF Service?

It was agreed that it would be appropriate that authority be delegated to the PVUS Committee over the disbursement of funds. It was discussed that a separate process document be prepared to establish how the decision is made, including the participation of Village Council members.

9. What role or function should the Economic Development Collaborative and Agricultural Advisory Committee have vis-à-vis the role of the Pemberton Valley Utilities and Services Committee?

Both the Committee of the Whole and PVUS Committee members agreed that these two bodies should not have a role in the disbursement of PDIF funds.

10. How should SLRD and Village staff time be allocated toward the proposed PDIF Service?

Administration of funding applications may represent a significant amount of Staff time, and applications which would previously have been made through Village-managed CIOF would now be made to SLRD-managed PDIF.

It was agreed that an arrangement for allocation of resources/Staff time will be managed at the Staff level between VOP and SLRD.

Review of Current Agreements:

The Committee reviewed the Long-Term Funding Organization List as provided in the by SLRD Staff Report and Village Staff provided an update on the status of each Agreement as at November 2019. It was agreed that organizations with agreements that extend beyond 2019 will be sent correspondence explaining that CIOF will be dissolved, that funds committed through CIOF will be paid for in the final year through PDIF, and direction on how to make application under PDIF to secure funds in years subsequent to the end of the CIOF agreement. These organizations include:

1. Spirit of BC – Pemberton Winterfest
2. Pemberton Arts Council
3. Tourism Pemberton

Based on existing and prior agreements from the Village and the SLRD Electoral Area C, the contributions listed below have been established for the following organizations for 2020:

Organization/Activity	Village of Pemberton	Electoral Area C	TOTAL
	Through PDIF Service		
Wellness Almanac	\$4,500	\$4,500	\$9,000**
Annual Fireworks Displays	\$3,000	\$3,000	\$6,000
Pemberton Arts Council	\$4,000	\$4,000	\$8,000
Spirit of BC - Winterfest	\$4,500	\$4,500	\$9,000
Tourism Pemberton	\$4,000	\$4,000	\$8,000
Pemberton BMX	\$2,750	\$2,750	\$5,500
PORCA	\$4,150	\$4,150	\$8,300

**It is anticipated that the Wellness Almanac may be seeking more funding than what has been traditionally provided.

It was agreed that correspondence be sent to the organizations listed below, whose agreements end December 31, 2019, or have been identified as organizations that may be seeking some form of long-term funding, notifying them of the PDIF funding opportunity and the process for making application.

1. Pemberton Farmer's Market Association (Agreement concludes 2019)
2. Pemberton & District Chamber of Commerce - Visitor Information Center Operations (Agreement concludes 2019). It was noted that if the Chamber is seeking funding for more than Visitor Information Centre operations this should be identified in a separate application/proposal.
3. Pemberton Animal Wellness Society (PAWS) (New)
4. Pemberton Canoe Association (New)

It was agreed that correspondence be sent to the following organizations whose agreement concludes December 31, 2020 to advise that they will be receiving funding for 2020 and will be required to make an application for continued funding through PDIF beyond 2020.

1. Tourism Pemberton
2. Pemberton Arts Council
3. Spirit of BC, Pemberton Winterfest

It was agreed that correspondence be sent to the following organization whose agreement concludes December 31, 2021 advising of the transition and expectations to make application for funding beyond that date at the time.

1. BMX Society

It was agreed that correspondence be sent to PORCA advising of the transition to the PDIF program and that the commitment for funding through the Short-Term Funding Agreement is maintained.

3. ADJOURNMENT

Moved/Seconded

THAT the Committee of Whole be adjourned at 5:00 p.m.

CARRIED

Mike Richman
Mayor

Sheena Fraser
Corporate Officer